

CHECKLIST FOR DINING FACILITY ATTENDANTS

BLDG NO			DATE	
PROVIDE SELF-SERVICE ITEMS			SAT	UNSAT
1.	C5.4.3.1.	Spills and food debris on beverage and dispensing equipment cleaned up within five minutes of spillage	<input type="checkbox"/>	<input type="checkbox"/>
2.	C5.4.3.2.	Milk dispensers serviced to provide a choice of 2% white milk, 2% chocolate milk, and skim milk (if 1/2 pint cartons are not available) to each patron.	<input type="checkbox"/>	<input type="checkbox"/>
PERFORM DINING AREA PREPARATION SERVICE			SAT	UNSAT
3.	C5.7.5.1.	Cleaning and service of dining area completed not later than the start of each scheduled meal period and prior to closing for the day.	<input type="checkbox"/>	<input type="checkbox"/>
4.	C5.7.5.2.	Salt, pepper and sugar dispensers are minimum of 2/3 full and exterior is clean.	<input type="checkbox"/>	<input type="checkbox"/>
5.	C 5.7.5.4.	Eatingware properly replenished.	<input type="checkbox"/>	<input type="checkbox"/>
6.	C5.7.5.5.	Tables cleaned of accidental spillage within five minutes of spillage.	<input type="checkbox"/>	<input type="checkbox"/>
7.	C5.7.5.5.	Sufficient personnel available to provide each diner a clean table and chair.	<input type="checkbox"/>	<input type="checkbox"/>
8.	C5.7.5.5.	Chairs, tables, booths and partitions cleaned after each meal.	<input type="checkbox"/>	<input type="checkbox"/>
9.	C5.7.5.7.	Napkin holders cleaned and refilled.	<input type="checkbox"/>	<input type="checkbox"/>
10.	C5.7.5.9.1.	Beverage and food dispensing equipment cleaned as required.	<input type="checkbox"/>	<input type="checkbox"/>
PERFORM FLOOR CLEANING SERVICES			SAT	UNSAT
11.	C5.7.7.	Floor areas cleaned as required.	<input type="checkbox"/>	<input type="checkbox"/>
	a.	Dining Area		
	b.	Kitchen Area	<input type="checkbox"/>	<input type="checkbox"/>
	c.	Storage Area	<input type="checkbox"/>	<input type="checkbox"/>
	d.	Serving Area	<input type="checkbox"/>	<input type="checkbox"/>
	e.	Self-Service Area	<input type="checkbox"/>	<input type="checkbox"/>
	f.	Pot and Pan Wash Area	<input type="checkbox"/>	<input type="checkbox"/>
	g.	Dishwashing Area	<input type="checkbox"/>	<input type="checkbox"/>
12.	C5.7.7.3	Spot floor cleaning performed as required	<input type="checkbox"/>	<input type="checkbox"/>
PERFORM DISHWASHING SERVICE			SAT	UNSAT
13.	C5.7.9.1.	Sufficient contractor personnel available to complete dishwashing operations prior to the start of each scheduled meal period.	<input type="checkbox"/>	<input type="checkbox"/>
14.	C5.7.9.1.1.	Dishes and dinnerware returned to proper storage area prior to start of each scheduled meal period.	<input type="checkbox"/>	<input type="checkbox"/>
15.	C5.7.9.1.2.	Dishes, flatware, glassware, cups, bowls, tumblers and trays cleaned prior to start of each scheduled meal period.	<input type="checkbox"/>	<input type="checkbox"/>
16.	C5.7.9.2.	Dishwashing equipment drained and cleaned prior to start of each scheduled meal period.	<input type="checkbox"/>	<input type="checkbox"/>
17.	C5.7.9.2.	Remove excessive lime deposits.	<input type="checkbox"/>	<input type="checkbox"/>

PROVIDE CLEANING SERVICE FOR KITCHEN EQUIPMENT			SAT	UNSAT
18.	C5.7.10.1.	Ventilating hoods cleaned daily.	<input type="checkbox"/>	<input type="checkbox"/>
19.	C5.7.10.2.	Food holding boxes cleaned after each use.	<input type="checkbox"/>	<input type="checkbox"/>
20.	C5.7.10.5.	Vegetable peeling machine cleaned after each use.	<input type="checkbox"/>	<input type="checkbox"/>
PROVIDE POT, PAN, AND UTENSIL CLEANING SERVICE			SAT	UNSAT
21.	C5.7.11.1.	Pots, pans, and utensils cleaned after each use.	<input type="checkbox"/>	<input type="checkbox"/>
22.	C5.7.11.1.	Pots, pans, and utensils returned to proper storage area.	<input type="checkbox"/>	<input type="checkbox"/>
23.	C5.7.11.2.	Pot, pan and utensil washing is done as items are used and not allowed to accumulate.	<input type="checkbox"/>	<input type="checkbox"/>
24.	C5.7.11.2.	Pan washing area is cleaned after each meal period.	<input type="checkbox"/>	<input type="checkbox"/>
MISCELLANEOUS (DAILY)			SAT	UNSAT
25.	C1.5.9.	Employees properly identified (identification card worn on outer clothing centered on the left chest).	<input type="checkbox"/>	<input type="checkbox"/>
26.	C1.7.	Clean uniform worn each day.	<input type="checkbox"/>	<input type="checkbox"/>
27.	C1.6.3.	Employees wash hands as required.	<input type="checkbox"/>	<input type="checkbox"/>
28.	C6.2.3.1.	Subsistence off-loaded (except vendor deliveries) as required. Contractor begins to transfer items to required storage locations within five minutes after delivery.	<input type="checkbox"/>	<input type="checkbox"/>
29.	C6.2.3.2.	Contractor begin to transfer vendor items to required storage locations within five minutes after delivery.	<input type="checkbox"/>	<input type="checkbox"/>
30.	C6.3.2. through C6.3.2.5.	Maintenance performed as required.	<input type="checkbox"/>	<input type="checkbox"/>
31.	C5.4.2. through C5.5.2.	Raw potatoes prepared for cooking as required.	<input type="checkbox"/>	<input type="checkbox"/>
32.	C5.5.1. Through C5.5.2.	Maintenance performed as required.	<input type="checkbox"/>	<input type="checkbox"/>
33.	C5.6.3.	Grease disposed of as required.	<input type="checkbox"/>	<input type="checkbox"/>
34.	C5.7.4.2.	Cleaning liquids, powders, chemicals and other housekeeping supplies properly stored. Areas cleaned.	<input type="checkbox"/>	<input type="checkbox"/>
35.	C5.7.5.10.	Handrails, entrance and exit doors, to include window panes, clean after each meal.	<input type="checkbox"/>	<input type="checkbox"/>
36.	C5.7.10.3.	Refrigeration equipment cleaned as required.	<input type="checkbox"/>	<input type="checkbox"/>
37.	C5.7.10.5.	Vegetable peeler used properly. Cleaned after each use.	<input type="checkbox"/>	<input type="checkbox"/>
38.	C5.7.12.	Floor drains unclogged, covered and cleaned as required.	<input type="checkbox"/>	<input type="checkbox"/>
39.	C5.7.13.	Grease traps skimmed as required.	<input type="checkbox"/>	<input type="checkbox"/>
40.	C5.7.15.1. through C5.7.15.4.	Garbage and trash removed as required, containers cleaned, and disposal areas policed and clean.	<input type="checkbox"/>	<input type="checkbox"/>
41.	C5.7.16.	Restrooms policed and cleaned as required.	<input type="checkbox"/>	<input type="checkbox"/>
42.	C5.7.17.	Employee lockers maintained as required.	<input type="checkbox"/>	<input type="checkbox"/>

